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WEEKLY REPORT FOR SUPPLY DIVISION FOR  
PERIOD ENDING 5 SEPTEMBER 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI

None.

2. Items or Events of Major Interest that have Occurred  
During the Preceding Week

a. Classification, Repair, & Disposal Section (CR&DS)  
PIN Run

Central Control and Expedite Section is having a run prepared for CR&DS which will show, by Document Control Number, all requirements with procurement action assigned to CR&DS that do not have PINs for verification. CR&DS has agreed to update the Inventory Control System upon shipment of an item to the vendor by inputting a PIN to signify such action has been completed.

b. TDY Visit to Supply Division

Headquarters during the period 29-31 August. The purpose of this visit was to hold discussions with the Office of Communications and the Office of Data Processing regarding the upgrade of communications and data processing capabilities.

As a result of these discussions, a Wang Alliance System has been ordered, and the Office of Communications is arranging for the upgrade of dedicated lines Headquarters to accommodate the new generation cryptographic equipment.

3. Significant Events Anticipated During the Coming Week

None.

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WEEKLY REPORT  
PERIOD ENDING 4 September 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that Have Occurred During The Preceding Week:

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c. Support to the Office of Communications: Three Wang disc drives were premium packed for shipment via pouch. To provide additional protection to this equipment a new, redesigned reuseable container was developed for use in shipping this component.

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SUBJECT: [ ] Weekly Report - 4 Sept 84

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e. Receiving Activity:

(1) There were 122 deliveries to main receiving consisting of 587 line items and 49 tons of materiel with 106 deliveries to Small Purchase Section consisting of 1001 line items and 7 tons of materiel.

(2) The grand total for the branch was 228 deliveries, 1,588 line items, and 58 tons.

(3) Items processed at main receiving required T & I be performed on 57% of the total items received. [ ]

f. Miscellaneous

(1) Disposal <sup>of Communications</sup> ~~Allocation 24~~ Materiel: The first truck load of excess communications equipment ~~from Allocation 24~~ is scheduled to be delivered to the Property Disposal Office, Fort Belvoir 4 September, 1984. Shipment will consist of 58 line items of materiel. Rack storage space reclaimed is approximately 448 square feet/1790 cubic feet. [ ]

(2) Depot Renovations:

(a) The new guard house was put in place 29 August, 1984. [ ]

(b) Weather permitting, blacktopping of the Depot drive is now scheduled to begin 5 September, 1984. Work should be completed by 8 September. [ ]

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